

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date February 18, 1975		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR - 5 1975 75-89 APR - 9 1975	
2. Agency Application No. DHR-DPH-38		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Human Resources Radiological Health Services Unit - Division of Physical Room 426-S - 1256 Briarcliff Road / Health Atlanta, Georgia 30306		4. Person to Contact Mr. Andrejs Simanis	
5. Working Title Radioactive Materials		6. Tel. No. 894-5795		7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.	
8. Earliest & Latest Dates of Series 1969 to present		9. Exact Series Title RADIOACTIVE MATERIALS - INSPECTION, LICENSING, ↓ RESPONSE TO EMERGENCY INCIDENT FILES			
10. What is the function of the office in which this record series is created? The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. This is accomplished by the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State. The Radiological Health Unit has the responsibility of conducting a program of radiation hazard management so that the benefits of using radioactive materials, x-ray and microwave generating devices, and electrical power generated by using nuclear fuel, all outweigh the hazards associated with these sources. Laboratory support effort which is conducted is vital to assist in quantifying the levels of radiation exposure and radioactive materials contamination which can be harmful to man.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to inspection, licensing and response to incidents with respect to radioactive material used in educational, medical, and industrial facilities. Included are forms: DPH/EHS(5)-1 (Application for Radioactive Material License); EH(3)-1a (Application for Radioactive Material License/Supplement for Human Use); EH 3.1a (Application for Radioactive Material License); DPH/EHS (5)-11 (Request to Terminate Radioactive Material License); DPH/EHS (5)-7 (Inspection Findings and Licensee Acknowledgement); form letter, following inspection, listing specific instances of non-compliance, with instructions as to corrective steps to comply with rules and regulations; DPH/EHS (5)-3 (Radioactive Material License); EH (3)-2a (Radioactive Materials License Supplementary Sheet). The file is arranged alphabetically by licensee.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		20	30	1 1½	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				24	
North and South Regions		(Southern Regional Office is in Brunswick)		This Year's Last Year's Preceding Year's All Prior Years	
				information is cumulative	
				50 to 75 daily	
				AVERAGE DAILY REFERENCES	
				(For monthly report to Atomic Energy Commission, (about 400 daily references now - program (expanding.	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? ☒ [] []
 Attach copy of summary or publication. **Summary of activities reported monthly to Director of Environmental Health Section**
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? with great difficulty ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [] []
 XV. Atomic Energy Commission - 10 CFR 20.102, 20.401 (recently renamed Nuclear Regulatory Commission)
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []
Cumulative information is needed by survey officers for special problems and for scheduled inspections; and for frequent telephone inquiries which require retention in the office
24. **REQUIREMENTS.** The following requires the files to be kept permanently.
- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD * d. ☒ FEDERAL ** e. ☒ ADMINISTRATIVE f. [] HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)
- * Atomic Energy Commission - 10 CFR 20.102, 20.401 (recently renamed Nuclear Regulatory Commission)
 ** Cumulative information is needed by survey officers for special problems and for scheduled inspections; and for frequent telephone inquiries which makes retention in office necessary.
25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - ☒ OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify) _____ Upon termination of license, place folder in inactive files; cut off the inactive file at the end of each calendar year; hold in current files area for 10 years; then transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

XV. Atomic Energy Commission - 10 CFR 20.102, 20.401 states, "Retention period: Until disposal is specifically authorized by the Commission."

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William H. Reis</i>	<i>Feb 25 1975</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved	<i>Richard H. Litz</i>	<i>3-3-75</i>
	State Auditor/Designee [] Approved [] Disapproved	<i>William M. Riegan</i>	<i>4-8-75</i>
	Secretary of State/Designee [] Approved [] Disapproved	<i>Carol H. Hart</i>	<i>4-4-75</i>
	Attorney General/Designee [] Approved [] Disapproved	<i>W. H. H. H. H.</i>	<i>4-9-75</i>

 STATE RECORDS
 COMMITTEE